



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

RE-ADVERTISEMENT

ANNOUNCEMENT NUMBER – 14-023B

OPEN TO: All Interested Candidates/ All Sources

POSITION: Nurse Practitioner, FP-4/FSN-10

OPENING DATE: May 28, 2014

CLOSING DATE: June 10, 2014

WORK HOURS: Part-time; 20 Hours/5 days per week

NOTE: EFM does not have to be residing in country to be considered, but the sponsoring officer under COM Authority does have to be officially assigned to Post.

The U.S. Embassy in Dhaka is seeking applications from Eligible Family Member (AEFM), Members of Household (MOH), Not- Ordinarily Residents (NORs) & Ordinarily Residents (OR) for employment in country for the position of **Nurse Practitioner** in the Embassy Health Unit (HU).



BASIC FUNCTION: The incumbent serves as the Nurse Practitioner responsible for providing medical services (i.e. diagnosis and treatment of patients, etc.) to eligible employees and dependents of the Mission and associated agencies. Will assist in providing medical guidance to other members of the HU staff and performs other professional duties not involving patients, such as medication ordering, medical education, etc. The incumbent of this position reports directly to the Regional Medical Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Serves as Nurse Practitioner to provide professional medical services to eligible American Employees and dependents assigned to the Mission and associated agencies. May also provide occupationally related medical advice to LES staff. May assist the Medical Officer in providing guidance and oversight to locally employed Registered Nurse(s).
- ✚ Primary health care services provided include physical assessment, diagnosis, prescriptions, initial treatment and/or appropriate referral. Illnesses for which medical services are provided can range from minor complaints (i.e. colds, internal disturbances, muscle aches, minor injuries, etc.) to serious emergencies or injuries requiring hospitalization. Conducts hospital and home visits as needed. Performs physical examinations (periodic and MED Clearance) of employees and dependents. Assists in family counseling situations. Receives emergency calls after Health Unit working hours and on the weekends. Assists patients in obtaining local medications. Prepares medical and clinical data, which are required in order to complete a successful medical evaluation within Europe or the United States. As required, accompanies patients to the final medical facility destination and provides detailed medical and clinical data to the receiving facility and medical team. The “Scope of Practice” must comply with evidenced medical training and limits of professional license.
- ✚ Also provides anticipatory guidance, including conducting specific seminars, to Mission staff on a variety of health issues, such as infant and prenatal care, nutrition, communicable disease prevention, food and water sanitation, and other medical topics pertinent to the health and safety of the community. Reviews and approves physical examinations given by private doctors for LES employees. Coordinates with local hospitals, surgeons, and medical specialists in connection with diagnosis, treatment, and care of employees and their dependents as well



as monitors health care provided to Embassy personnel by local medical practitioner.

- ✚ Maintains and develops professional relationships with local physicians, specialists, clinics, hospitals, and laboratory facilities. Reviews laboratory reports and evaluates efficiency of local laboratory facilities. Also maintains oral and written communication with the Regional Medical Officer and with the Department of State Office of Medical Services (MED) in Washington, D.C.
- ✚ Acts as advisor to the Management Section and the General Services Office on workplace and health and safety issues as well as on local public health issues.

QUALIFICATIONS REQUIRED:

- 1) Education:** Master's Degree as Nurse Practitioner (or in a related medical field that includes curriculum in public/community health); or an equivalent graduate of an accredited Nurse Practitioner program from an accredited school of nursing.

Licensure: Current NP license from a U.S. State, the Commonwealth of Puerto Rico, a territory of the United States or the District of Columbia.

Certification: Current national certification as an NP from the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP).

- 2) Experience:** Applicant must have a minimum of three years of recent experience as a registered nurse (RN) providing direct patient care, PLUS a minimum of one year experience as a practicing nurse practitioner (NP). The minimum of one year of NP experience must be in primary care that includes chronic and emergency care, in an independent family or general practice setting.

- 3) Language:** Level IV (Fluent) speaking/reading English language is required.

- 4) Knowledge:** Good working knowledge of local medical system and facilities, medical professionals/specialists and pharmacology. Good knowledge of current medical practices in Bangladesh. Aware of primary care standards for acute and chronic illness, as well as community health and preventions standards.



5) Skills & Abilities: Excellent communication skills and ability to quickly gain trust of clients. Must possess sound professional judgment; be mature, objective, resourceful and adaptable. Must remain flexible in use of varying external/internal resources. Requires moderate computer skills/word processing ability.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. When fully qualified, Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the above required qualifications in his/her application.
4. In competing for U.S. Government positions in the Mission, a Member of Household (MOH) will not have the same preference level as an Eligible Family Member (EFM).
5. Currently employed NORs (Not-Ordinarily Resident) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
6. All Current employees serving a probationary period are not eligible to apply.
- 7. The candidate must be able to obtain and hold a Public Trust / Moderate Risk clearance.**

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:



1. Form DS-174, “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member”. **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Application Form

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) **A passport size photograph (taken within six months),**
- II) **A copy of Passport or Voter ID or Driver’s License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America,
Madani Avenue, Baridhara, Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone: 885-5500 EXT: 2217 & 2521

FAX: 9887825. E-mail: DhakaHR@state.gov

DEFINITION:



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign



Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or

- stationed abroad at a U.S. mission, or at an office of the American
- Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).



CLOSING DATE FOR THIS POSITION: June 10, 2014

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: X

MED: X

FMO: X

MGT: X